

Town Administrator Search Committee Meeting Minutes
Public Safety Building
September 7, 2016 – 3:00 p.m.
September 8, 2016 – 3:00 pm.

ATTENDEES:

Larry Barrett, Mary Calandrella, Dave Christianson, Joe Kalagher, Lorraine DeSouza, Walt Meissner, Ed Vitone and Bruce Whitney

ABSENT: Gary Guertin and Randy Ramsdell due to schedule conflicts

GUESTS: None

PRESS: None

CALL TO ORDER: The meeting on September 7 was called to order by Chairman Ed Vitone at 3:00 p.m.

EXECUTIVE SESSION: At 3:00, on motion of Larry Barrett and second by Bruce Whitney, the committee moved into executive session by roll call vote

The committee interviewed candidates 4 and 27 asking each candidate the same questions. Follow up questions were asked of each candidate based on the candidate's responses to the original questions. The committee discussed each candidate at the conclusion of each interview

After a motion and second, the executive session meeting was adjourned at 5:35 p.m.

After a motion and second, the open session meeting was adjourned at 5:36 p.m.

CALL TO ORDER: The meeting on September 8 was called to order by Chairman Ed Vitone at 3:00 p.m.

EXECUTIVE SESSION: At 3:00, on motion of Bruce Whitney and second by Mary Calandrella, the committee moved into executive session by roll call vote

The committee interviewed candidates 22, 23 and 30 asking each candidate the same questions. Follow up questions were asked of each candidate based on the candidate's responses to the original questions. The committee discussed each candidate at the conclusion of each interview.

The committee then compared the 5 candidates and after discussion found that Candidates 4 and 22 were worthy finalists. On motion by Larry Barrett and second by Bruce Whitney, the committee moved to select Candidates 4 and 22 as finalists. Ed Vitone was to notify both the finalists and the three (3) unsuccessful candidates of the committee's decision.

On motion by Larry Barrett and second by Bruce Whitney the committee voted to approve and release the minutes of September 1, as presented.

Ed Vitone then presented a DRAFT Report to be sent to the Board of Selectmen on the search committee's process and findings. The committee then reviewed the draft and made minor modifications. On motion by Joe Kalagher and second by Walt Meissner the committee voted to approve and release the Report as modified.

Ed Vitone prepared a draft of the minutes of September 7 & 8. The committee then reviewed the draft and made minor modifications. On motion by Larry Barrett and second by Bruce Whitney the committee voted to approve and release the minutes of September 7 & 8, as amended.

After a motion and second, the executive session meeting was adjourned at 7:02 p.m.

After a motion and second, the open session meeting was adjourned at 7:02 p.m.

Respectfully submitted
Ed Vitone – September 8, 2016